

Executive Officer to the DD/S

4 March 1965

Chief, Records Administration Staff

Quarterly Report For The Records Administration Staff

The following is a condensed report of our activities for the period 1 October 1964 - 1 January 1965. A detailed report is available in our files.

1. Arranged for the transfer of selected records to the National Archives for the Kennedy Memorial Library.
2. Prepared a staff study on the feasibility of establishing a USIB Records Center. The study was concurred in by the Records Officers of State, DIA, AEC and CIA and forwarded to the Executive Secretary of CODIB.
3. Approved special equipment and/or shelving projects for OC, OTR, OS, OO and NPIC. Savings of \$5300 realized from the OS project.
4. Approved secure area space in Key Building for Office of Finance.
5. Completed review and approved the revision of Records Schedules for OTR, OS, OCI, OP, FBID, Office of Finance, TSD and OCR. Of 1,344 cubic feet of records in FBID, 25% are considered permanent. In OTR only 1% of 3,435 cubic feet of records are considered permanent.
6. A Forms and procedures survey of OCR was completed. Some of the results were:
 - a. Eighteen forms, representing 48,000 pieces of paper each year, were eliminated.
 - b. Developed 29 new forms which replaced 70 bootleg forms.
 - c. Developed a special 10 part form to replace slow, costly procedures. Savings of at least \$500 per year resulted.
7. Completed 90 new and 51 revised forms projects. Eliminated 8 official forms.

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8. Net records holdings in the Center at the end of December were 84,425 cubic feet. This is an increase of 725 cubic feet over the previous quarter.

9. Requests for service on records stored at the Center amounted to 25,545.

10. Designed a new message form for the Office of Communications. This form will be tested world-wide and if satisfactory it will replace 3 forms currently used.

11. The Forms and Procedures Survey of ORR continues. A total of 389 forms (135 official - 254 bootleg) are being studied.

12. Reviewed and approved Vital Records Deposit Schedules for CGS/DDI, WH/DDP, OCS/DDS&T and OC.

13. Handled two official requests from National Archives:

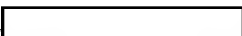
- a. Request for return of Captured German records to Germany.
- b. Request for downgrading of OSS records relating to art looting by Germany in World War II.



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DDS/RAS,  fms (4 March 1965)

Orig- Addressee

1 - Circulated to RAS and  (for review and information)

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